OTCnet

Deposits Made Simple

Chapter 10: Viewing Deposits

OTCnet Participant User Guide

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Audience

The intended audience for the *Viewing Deposits* Participant User Guide includes:

- Deposit Preparer

- Deposit Approver

- Deposit Confirmer

- Viewer

Overview

Welcome to *Viewing Deposits.* In this chapter, you will learn:

- The purpose of viewing deposits

- How to view a deposit draft

- How to view a deposit awaiting approval

- How to view a submitted deposit

- How to view a confirmed deposit

- How to view a deposit adjustment

- How to view a rejected deposit details

Topics

This chapter is organized by the following topics:

1. Viewing Deposits

Topic 1. Viewing Deposits

As a **Deposit Preparer**, **Deposit Approver**, **Deposit Confirmer**, or **Viewer,** you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

Depending on your user role, you have permission to view certain deposits. The deposit Status types available for viewing are included in Table 1.

Table 1: Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 1).

Figure 1: Select View Deposits
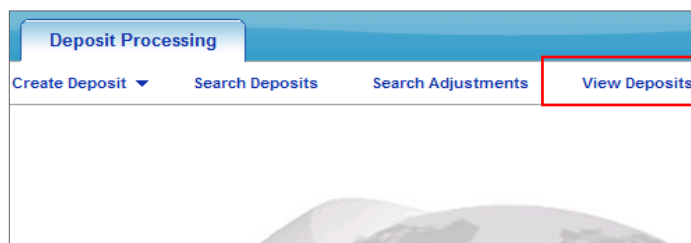
2. The *View Deposits* page appears. Click the **Voucher Number** of the deposit whose details you would like to view (see Figure 2 below)**.** If applicable, you may select a status with **Draft**, **Awaiting Approval, Submitted, Confirmed, or Rejected.**

Figure 2. View Deposits Page

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600620	DRAFT			PHI	20092800		100.00
600600	DRAFT			PHI	20092800		2.00
600602	DRAFT			PHI	20092800		1,500.00
600622	AWAP			PHI	20092800		100.00
600621	SUBMITTED	03/07/2010		PHI	20092800		100.00
600304	SUBMITTED	02/03/2010		L2 FOCash	18000005		39.79
600501	REJECTED	02/04/2010		L2 FOCheck	00003020		
600460	REJECTED	02/02/2010		PHI	20092800		150.00

Deposit Transactions
Following are deposit transactions for your organization, in reverse chronological order.
Select the voucher number of the deposit you would like to view additional details.
< 1-10 > >> of 14 Records

You may also want to view a deposit with an **Adj. (Type)**. See Figure 3 below to click on the **Voucher Number** for **the Adj. (Type)** you want to view.

Figure 3. View Voucher with Adj. (Type)

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00
600520	02/04/2010	02/04/2010	NSF	14100099	R	D	$1.00
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
600410	01/22/2010	01/22/2010	EncodeErr	36001200		D	$500.00
600408	01/22/2010	01/22/2010	EncodeErr	20180009		C	$500.00
600404	01/22/2010	01/22/2010	MissingItm	00002031		D	$500.00
600402	01/22/2010	01/22/2010	ExtraItem	00002031		C	$500.00
600382	01/21/2010	01/21/2010	MissingItm	00002031		D	$500.00
600276	01/15/2010	01/15/2010	MissingItm	70050474		D	$500.00

Application Tip

There are two sections on the View Deposits page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the Viewer role, the **My Deposits in Progress** will not appear

Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the Adj. (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.

🧑‍💻 View a Deposit

To view a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposit* page appears.

> ⓘ **Application Tip**
>
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the **Viewer** role, the **My Deposits in Progress** does not appear..

3. Click the **Voucher Number** of the deposit whose details you would like to view.

> ⓘ **Application Tip**
>
> If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information,** click the **Voucher Number** to view the deposit adjustment details.

(!) **Application Tip**

Additional buttons on the page help you perform other tasks:
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)

Summary

In this chapter, you learned:

- The purpose of viewing deposits

- How to view a deposit draft

- How to view a deposit awaiting approval

- How to view a submitted deposit

- How to view a confirmed deposit

- How to view a deposit adjustment

- How to view a rejected deposit details

This completes the series of 10 Chapters for *Deposit Processing and Reporting Participant User Guide*. You can continue to use these guides as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

Notes

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Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Account Key - The account number assigned to a deposit when it is submitted to FRB CA$HLINK.

Accounting Code - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit. Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office. **Agency Location Code plus 2 (ALC+2)** - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

C

CA$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA$HLINK II.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

D

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Financial Management Service (FMS) - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions. **Input Length Maximum** - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

N

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Organization - The location or level within a Federal Program Agency.

Organization Hierarchy - The structure of a Federal Program Agency as defined in OTCnet.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting. **OTC Endpoint Mapping** - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

R

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number** or **Bank Routing Number**) - The nine-digit number used to identify a Financial Institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settlement Date - The date the deposit is credited to the Treasury General Account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for

Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

T

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution. **Users by Access Group (FPA) Report** - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution. **Users by Role (FPA) Report** - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA$HLINK II File Status Report - An administration report that allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.

View FRB CA$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

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